

California Department of Veterans Affairs



Classification: **Associate Governmental Program Analyst (\$4111-\$4997)**
Or Staff Services Analyst (\$2632-\$4155)
Permanent, Full-Time

Location: **Veterans Home of California, Barstow or Sacramento**
Office of Procurement and Contracts

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Training & Development assignment might be considered. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under general supervision of the Staff Services Manager I:*

- Serve as Contract Coordinator responsible for preparing and processing contracts, Interagency Agreements Memorandums of Understanding, Invitation for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.
- Assist Program Chiefs and Home Management to negotiate contracts with contractors.
- Assist Program Chiefs and Home Management to develop applicable and pertinent contractor scope of work, payment provisions and duties of the state.
- Log and track contracts, agreements, IFBs, and RFPs development and processing status.
- Provide contract information for required reports.

Desirable Qualifications:

- Knowledge of and experience applying the State Contracting Manual and Public Contracting Code laws, regulations, rules, policies and requirements.
- Experience in preparing and management of contracts.
- Knowledge of and experience using Microsoft Word 2000, Microsoft Access and Microsoft Excel.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:
100 E. Veterans Parkway
Department of Veterans Affairs
Veterans Home of California, Barstow

Inquiries:
Voice: 760/252-6282
TDD: 760/252-6234

Attn: Sharlene Goddard

Final Filing Date: April 13, 2006